



# UNITED STATES DISTRICT COURT

## CENTRAL DISTRICT OF ILLINOIS

### CAREER OPPORTUNITY IN THE FEDERAL JUDICIARY

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**Opens: Monday, July 1, 2013**

**Closes: Monday, July 15, 2013**

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<b>Announcement Number:</b>	<b>2013 - 05</b>
<b>Position Title:</b>	<b>Courtroom Deputy</b>
<b>Position Type:</b>	<b>Full-time Permanent</b>
<b>Position Location:</b>	<b>Rock Island, IL</b>
<b>Starting Date:</b>	<b>To be determined</b>
<b>Classification Level:</b>	<b>CL 26 (\$41,786 - \$67,951 annual salary)</b>

*Starting salary will depend upon the education, background, and prior work experience of the applicant.*

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#### Introduction

Come join an exciting team of professionals. The United States District Court for the Central District of Illinois is accepting applications for the position of Courtroom Deputy 1, reporting directly to the Divisional Manager. We are seeking a highly motivated energetic, individual to join our team. This position is perfect for a professional looking to grow with a great organization.

We are a federal trial court encompassing forty-six counties in the heart of Illinois, with courthouses in Peoria, Urbana, Springfield and Rock Island. This position is located in the district office in Rock Island. Come discover a rewarding career.

#### Representative Duties

- Record and attend court proceedings.
- Manage and organize exhibits used in court proceedings.
- Set up and troubleshoot electronic audio system.
- Assist in the orderly flow of proceedings.
- Keep judge and staff informed of case progress.
- Draft orders and judgements
- Coordinate hearings.
- Perform case administration duties.
- Docket orders, pleadings, judgements and minutes as directed by local court policy, utilizing applicable automated systems.

## Qualifications

- High school graduation or equivalent, and
- A minimum of two years of general office experience and one year of specialized clerical or administrative experience commonly encountered in law firms, legal offices, financial institutions, educational facilities, social service organizations, insurance companies, real estate and title offices and corporate headquarters or human resources/payroll operations.

The successful candidate will also possess:

- Excellent organizational skills and experience in handling multiple workload demands.
- Accuracy and attention to detail.
- Ability to exercise sound independent judgement.
- Strong computer and analytical skills.
- Excellent customer service skills.
- Dependability with a strong work ethic.
- The ability to work harmoniously and communicate effectively with others, both orally and in writing.

## Preferred Skills

- Courtroom experience and legal background.
- Familiarity with civil and criminal procedures.
- Knowledge of CM/ECF (the federal judiciary's case management/electronic case filing system) or other electronic docketing systems.

## Benefits

The United States District Court for the Central District of Illinois offers a pleasant, professional, and dynamic working environment. Court employees serve under Excepted Appointments and are not subject to the employment regulations of competitive civil service. Benefits include participation in the Federal Employees' Retirement System, health insurance, life insurance, supplemental dental and vision insurance, Flexible Benefit Program, Long Term Disability Insurance, Thrift Savings Plan, vacation, sick leave, and ten paid holidays.

## Conditions of Employment

All application information is subject to verification. Appointment to this position is provisional, contingent upon a background check. Retention depends on a favorable suitability determination after the background investigation. Judiciary employees are required to adhere to the Code of Conduct for Judicial Employees. All applicants must be U.S. citizens or be eligible to work in the United States.

All appointments are subject to mandatory direct deposit of payroll checks.

### How to Apply

Qualified candidates are invited to submit a cover letter, comprehensive resume of education and employment, and an Application for Judicial Branch Employment (AO 78) available on-line at [www.ilcd.uscourts.gov/Employment](http://www.ilcd.uscourts.gov/Employment). All materials should be sent in an envelope marked "Confidential" to:

Jo Ellen Rankin  
Human Resources Specialist  
U.S. District Court  
Attn: Courtroom Deputy, Rock Island  
210 U.S. Courthouse  
600 E. Monroe Street  
Springfield, IL 62701

The completed application packet must be received by the close of business on Monday, July 15, 2013.

The U.S. District Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, and/or to fill the position earlier than the closing date. Any such actions may occur without prior written notice. Participation in the interview process will be at the applicant's own expense. The court will not pay for relocation expenses. Only those applicants selected for an interview will be contacted. More than one position may be filled from this vacancy announcement.

**THE U. S. DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER**